



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		ST. GREGORIOS COLLEGE
Name of the head of the Institution		Dr Suman Alexander
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04742650133
Mobile no.		9446523728
Registered Email		sgcollegeiqac@gmail.com
Alternate Email		jeanlincy@gmail.com
Address		St Gregorios College, Pulamon P.O. Kottarakkara
City/Town		Kollam
State/UT		Kerala
Pincode		691531

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		central			
Name of the IQAC co-ordinator/Director		Dr Jean Jose J.			
Phone no/Alternate Phone no.		04742652337			
Mobile no.		9447696739			
Registered Email		jeanlincy@gmail.com			
Alternate Email		seema.cms@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://www.gregorioscollege.org/download/reports/aqar_sgc_2017-18.pdf			
4. Whether Academic Calendar prepared during the year		No			
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B++	81	2006	21-May-2006	20-May-2011
2	B	2.85	2015	01-May-2015	30-Apr-2020
6. Date of Establishment of IQAC			01-Jul-2001		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries	
No Data Entered/Not Applicable!!!					
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
St Gregorios College, Kottarakkara	RUSA	Central and State Government	2019 365	2000000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

10

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Seminars on NAAC Revised Accreditation Procedures Introduced Kathakali Museum for the cultural and curricular enrichment of Temple Arts Introduced new add on courses and bridge courses Started Centre for Atmospheric Research Initiatives for the up gradation of PG Department of Commerce as Research Centre Conducted one day workshop on IPR and Indian Academy of Sciences sponsored Workshop on Foundation Lectures in Biology Fostered an aptitude and atmosphere for research by encouraging faculty to become research guides

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Seminars on NAAC Revised Accreditation Procedures	Conducted three day seminars on NAAC revised accreditation procedures
Plan for starting Kathakali Museum for the cultural and curricular enrichment	Started Kathakali Museum for the cultural and curricular enrichment of

of Temple Arts	Temple Arts
Introducing new certificate courses and bridge courses	Introduced new certificate courses by Commerce, Oriental Languages Introduced certificate courses in Yoga and Meditation
Plan to start Centre for Atmospheric Research	The Department of Physics has spearheaded the establishment of centre for Atmospheric Research
Initiatives for the upgradation of PG Department of Commerce as Research Centre	IQAC conducts the follow-up actions that are necessary to attain this goal
Plan to conduct workshop on IPR and Indian National Science Academy Workshop on Foundation Lectures in Biology	Conducted workshop on IPR and Indian National Science Academy Workshop on Foundation Lectures in Biology
Encouraging faculty to become research guides	Fostered an aptitude and atmosphere for research by encouraging faculty to become research guides
Renovation of student amenities	Established seven's football court.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
IQAC Body	13-Mar-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2019
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Date of Submission	03-Jan-2019
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17. Does the Institution have Management Information System ?	No
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Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

St.Gregorios College, Kottarakara is affiliated to the University of Kerala and

designs its academic delivery plan according to the curriculum prescribed by the University. The Staff Council, headed by the Principal, met at the beginning of the academic year and approved the master time-table for the year. The time table incorporated both academic and co-curricular activities planned for the year - theory, practical, value-added and certificate courses. This well planned schedule helps the institution in materializing its motto of providing holistic education to the students. Effective curriculum delivery was implemented at the department level by a well-planned time-table and division of courses based on a preference-based system. Lesson plans were submitted at the department level, prior to the beginning of the semester, throughout the academic year to ensure the correct delivery of the curriculum within the stipulated time frame, yet flexible enough to permit changes. Constant monitoring was done at the department level through teachers' work diaries to ensure that the lesson plans were strictly adhered to, and the allotted portions are completed. The progress of the students is monitored through the evaluation system framed as per the University rules, and supplemented by individual assessment procedures designed by teachers. Internal examinations, seminars, assignments and class tests were regularly conducted for this purpose. Tutorials and remedial classes were offered to poorly performing students in the tests in order to help them score well in the university examinations. Students were also encouraged to approach the teachers outside class hours for doubt-clearing and discussions beyond the classroom. The IQAC, PTA and Department meetings headed by the Principal were forums where overall monitoring of the curriculum delivery was done. The college specializes in both the sciences and humanities streams and aims to aid the student in growing both as an individual and as a contributor for social well-being. Along with text-book learning, experiential learning outside the classroom was encouraged through various methods. Students were taken on visits to museums, research institutions, botanical gardens, hospitals etc to expose them to the real world outside the college. Film screenings, group discussions and quizzes were also conducted. Student initiatives like blood donation camps, palliative care programmes, house-construction, awareness programmes, flood-relief activities all helped in building a social commitment in our students. Lectures by eminent scholars were arranged throughout the academic year. Specialists in various disciplines complemented and added to the knowledge absorbed by the students from the curriculum. The college aims to equip students to attain self-sufficiency and prepare them for the higher education sector. Self-sufficiency and self-learning was promoted by encouraging the students to grasp and share knowledge through discussions, peer teaching and seminars. Education in the 21st century has been transformed by technology and the latest pedagogical practices were used to deliver the content to the students in an attractive and effective manner. Students were also motivated to make use of these technologies as part of their learning procedures.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Course in Communicative Hindi	NIL	24/09/2018	12	employability	Skill Development
Mushroom Cultivation and Marketing	NIL	18/09/2018	12	self employability	skills in mushroom cultivation

Ornamental Fish Keeping and Breeding	NIL	21/12/2018	12	Employability	skill development
Diploma in GST	NIL	28/09/2018	12	Employability	NA
Data Analysis Using Statistical Techniques	NIL	07/08/2018	12	Employability	skill development
Yoga and Meditation	NIL	12/09/2018	12	NA	skill development
Kathakali Charitram Drisyasamskritiyum	NIL	13/09/2018	12	NA	skill development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	161	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MCom	Finance	23
MSc	Chemistry	1
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
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Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

Feedback regarding the curriculum was collected from students, parents, teachers and alumni. The feedback was collected with the aim of reviewing the curriculum prescribed by the university. Review of the syllabus was done by analyzing various criteria. Majority of the students were of the opinion that the quality of content was good. Coverage of latest and modern topics was found to be sufficient. Logical arrangement of modules/units in the course and courses in the programme was found to be done properly. Relevance of modules to the course was found to be satisfactory. Around 5 of students found the size of the syllabus to be slightly heavy. The evaluation scheme for the courses was found to be excellent. Real-life application of courses in the syllabus was also found to be excellent. Quality of prescribed text-books was found to be satisfactory. Students of science and commerce streams found scope for experiential learning high through industrial visits and internships which are a part of their syllabus. Majority of the teachers felt that the content of the curriculum was excellent. The syllabus was designed to equip the students to tackle the challenges of the highly competitive academia and job market. Teachers found that coverage of latest and modern topics in the syllabus was adequate. Logical arrangement of modules/units in the course and the courses in the programme was found to be good. Relevance of modules to the course was also found to be appropriate. Teachers found the size of the syllabus manageable. Evaluation scheme for the courses was found to be excellent. Real-life application of courses in the syllabus from the perspective of the students was found to be high. Majority of teachers found the quality of prescribed text-books excellent. Scope for experiential learning within the syllabus was found to be high by teachers of science and commerce streams. Feedback forms were also collected from the parents of our students from each department. Parents were satisfied with the quality of teaching offered by the college. Attitude of the teaching staff was found to be excellent. Library facility was found to be excellent. Facilities for student counselling was rated as good. Subject knowledge and communication skills acquired by the wards after taking admission in the college was found to be good. Parent teacher interaction was found to be excellent. All the departments received positive rating from the parents. The parents seemed to be satisfied with the curriculum delivery offered to their wards. Feedback was also collected from the alumni of the college. Majority of the alumni felt that the education conveyed through the curriculum was useful and relevant for their present jobs. Majority said that sufficient subject knowledge was acquired after the period of study. A meeting of all heads of the departments was conducted to discuss the feedback reports and remarks. The input given by the stakeholders was conveyed to the heads and they were asked to incorporate all the suggestions in the curriculum delivery plan of the department.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
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No Data Entered/Not Applicable !!!

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	429	71	63	37	37

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
63	55	145	8	2	11

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

It is essential for the educator to regularly interact with the students, particularly in the context of the increasing challenges in the socio-cultural sphere. The mentor-mentee relation will help the educator to guide the cognitive, emotional and inter-personal development of the student in both academic and extracurricular spheres of activity. This notion was presented before the college council and approved by the council. Accordingly, the Principal issued a circular pertaining to this to all heads of departments, the IQAC and the college office. As per the circular, the list of teachers and corresponding students was prepared and given to the concerned teachers. All full time teaching faculty closely interact with their respective students and mentor them towards their holistic development. This initiative has effectively been in practice in the subsequent years. All heads of department are required to submit the teacher-student ratio of the respective department at the college office every academic year. Objectives: • Cultivate rapport between the student and the teacher. • Assess the student at personal and intellectual levels • Encourage the aptitude and creativity of the students • Develop the student's socio-cultural abilities • Understand the familial and social backgrounds of each student • Mould students to become ideal citizens

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
501	64	1 : 22

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
69	51	18	6	23

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from	Designation	Name of the award, fellowship, received from
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	state level, national level, international level		Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester- end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As per the guidelines of CBCSS the college monitors the progress of the students through continuous summative and formative evaluation that consists of tests, seminars, assignments, projects and attendance. The college implements the internal evaluation process effectively and in the centralized mode as per a pre-published schedule. The department publishes the grades of the individual components of internal evaluation on completion of the evaluation. The departments coordinate class PTA meetings at least one in a semester. Tutors of the respective classes discuss the performance of the students with their parents and suggest measures for improvement. The college prepares an Academic calendar according to the University Calendar which is approved by the staff council. At the beginning of an academic year, the calendar is distributed among the students. CLMC (college level monitoring committee) is responsible for the proper conduct of internal examinations in the college. Every semester has one centrally controlled internal assessments. CLMC is responsible for scheduling, collecting question papers, preparing a list of invigilators and making seating arrangements. The CLMC coordinator prepares the schedule for the internal examination of each department. A department coordinator is also assigned for the smooth execution of the examinations. The teachers evaluate the answer sheets within one week after the examinations. Evaluated scripts are discussed with students and suggestions are given for their improvement. Attendance and assignments are evaluated for each student and marks awarded as per university guidelines. Students who are not able to attend the exam are given an opportunity to appear for the exam again, given they provide valid reasons for their absence.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendar and handbook prepared according to the university calendar and approved by the staff council is maintained by the college. Details regarding the university examinations are given in the academic Calendar which is included in the handbook distributed among the students at the beginning of the academic year. In addition to this the academic calendar is displayed in the Notice boards in each department. Based on the Calendar, teachers decide dates of assignments submission, seminar, class test, viva and other academic activities. The College level monitoring Committee ensures the proper conduct of internal examinations in the college. An internal examinations is conducted at the end of every semester. Examination related grievances of students are addressed by the department level monitoring committees which are then forwarded to college level monitoring committees. Papers of the internal

examinations are corrected within one week after the exam. The students are given the opportunity to peruse their answer sheets and inform their grievances if any, to concerned tutor. The consolidated final results of the internal examination is published on the notice board. Timeline of sports, Arts and other extracurricular activities is maintained to the best of our ability within the year plan in compliance with the academic schedule and university academic calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.gregorioscollege.org/docs/Department-of-Chemistry.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.gregorioscollege.org/docs/2018-19.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1800	DST-FIST	70	52.5
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
National Seminar on Intellectual Property Rights	IQAC	28/05/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
International Conference on Sustainable Innovations in Green Chemistry and New Technological	Dr Remya R.	Directorate of Collegiate Education, Government of Kerala	12/12/2018	Best Paper Award

Developments				
National Seminar on Recent Research and Developments in Chemistry	Pinky Abraham	Department of Chemistry Maharajas College Ernakulam	31/10/2018	Best Poster Presentation Award
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Hindi	1
English	1
Zoology	2
Chemistry	5
Commerce	4
Botany	1
Statistics	1
Library	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
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Electrical and Optical properties of pure and zirconium added Dysprosium titanates	K Sandeep	Journal of Material Science: Materials in Electronics	2018	63	Mar Ivanios College Thiruvananthapuram	0
Electrochemical synthesis of thin-layered graphene oxide-poly(CTAB) composite for detection of morphine	Pinky Abraham	Journal of Applied Electrochemistry	2019	97	S N College Kollam	0
A Novel heterogeneous catalyst based on reduced graphene oxide supported copper coordinated amino acid - A platform for morphine sensing	Pinky Abraham	Journal of Electroanalytical Chemistry	2019	145	S N College Kollam	1
Graphene - Palladium composite for the simultaneous electrochemical determination of Ephedrine, Ascorbic acid and uric acid	Pinky Abraham	Journal of the Electrochemical Society	2019	245	S N College Kollam	0
Structural, Optical and Impedance	K Sandeep	Journal of Electronic Materials	2018	87	Mar Ivanios College Thiruvananthapuram	0

Spectroscopic Characterizations of nanocrystalline A ₂ Ti ₂ Zr ₅ O ₁₆ (A = Mg, Ca, Ba and Sr)					apuram	
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Application and use of information communication technology (ICT) in academic libraries with reference to arts and science colleges in Tirunelveli district, Tamil nadu - A Study	Paul John	Library philosophy and Practice	2019	14	0	St. Gregorios College Kottarakara
Tunable light emission using crystalline carbon dots	Francis Chacko	Journal of Optics	2019	80	1	St. Gregorios College Kottarakara
Lidar observed structural characteristics of higher altitude cirrus clouds over a tropical site in Indian sub	V. Krishna kumar	Journal of atmospheric and solar-terrestrial Physics	2018	79	0	St. Gregorios College Kottarakara

continent region					
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	22	33	6	2
Presented papers	13	6	0	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Distribution of school kit to students	NSS	3	100
Thanal - House Project	NSS	3	100
Seminar on Personality Development	NSS	3	60
Shramadhan	NSS	3	100
River Cleaning Drive	NSS	3	90
Onam Kit Distribution	NSS	3	85
Blood Donation Camp	NSS NCC	3	50
Flood Relief Activities	NSS	3	75
Awareness on Election Procedures	NSS	3	70
Yoga Day	NCC	1	108
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
National Integration Camp	Recognition - Volunteer Certificate	Ministry Of Youth Affairs	1
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Aids Awareness	NSS	Awareness Ralley	3	70
Swachh Bharat	NCC	Clean up drive	1	108
Gender Issue	NSS	Training on Kalari for Girls	3	120
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Archaeological Excavation at Navinal in Mundra Taluka, District Kachchh and exploration in Kachchh District , Gujarat	Dr Indulal C.R.	Department of Archaeology, Kariavattom Campus	1825
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Research Work	Molecular Taxonomy	Dr. M. K. Anil, Principal Scientist, CMFRI (ICAR) Vizhinjam	06/06/2018	29/03/2019	Lincy Alex
Project	Environment Conservation Heroes Programme	WWF, India	20/11/2018	30/03/2019	Lincy Alex
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Kerala State Rural Womens Electronics Industrial Co-	13/11/2018	Training in Diploma in GST Practice (DGSTP), Diploma in	1

operative Federation Ltd	Sales Tax Practice (DSTP)
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1327513	1327513

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Classrooms with LCD facilities	Newly Added
Seminar Halls	Existing
Others	Newly Added
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
LIBSOFT	Partially	1.1	2002
LIBSOFT	Fully	3.1	2014
LIBSOFT	Fully	4.1	2018

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co	Computer	Internet	Browsing	Computer	Office	Departme	Available	Others
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	computers	Lab		centers	Centers		nts	Bandwidth (MBPS/GBPS)	
Existing	119	57	90	1	36	11	10	50	3
Added	21	0	21	7	2	2	11	50	0
Total	140	57	111	8	38	13	21	100	3

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1008629	1008629	268287	268287

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The College has an Administrator and also another Supervising Officer for overseeing maintenance and repair of buildings, class-rooms and laboratories. Routine maintenance activities are enabled and overseen by them with the help of contract and hired workers. Plumbers, electricians, security staff, gardeners, cleaning staff, and service staff are appointed on contract basis with management funds. A full-time Mechanic services and maintains electrical and electronic equipment in the science labs. Service or repair requests from the different departments, office and library are send to the office of the administrator via the Principal and are usually serviced within 2-3 days and urgent issues are settled within 24 hours. Closed circuit cameras are installed in several parts of the campus and linked to a server in the Principals office. A private agency is contracted for replacement and repair of its hardware components. Computer hardware and software servicing and replacement are contracted to Fortune Computers, Punalur. The college website is maintained with the support of IPSR Solutions private limited. The classrooms are allocated to different departments and a few common classrooms are utilised by the needed parties with the prior permission of the Principal. Separate rooms are allocated for Club activities like NCC and NSS. Seminar halls and areas designated for cultural activities are booked on priority basis by different teachers, club coordinators and other parties and its usage scheduled a month in advance at the Principals office. Sports facilities such as the gym and basketball court are utilized on a regular basis by students and overseen by the Physical Education Teacher. The main Computer Lab has a contract staff who facilitates the schedule and arrangements of the computer practical of different departments with the help of a separate register kept apart for the same. Classroom consumables like chalks, white board markers, printing ink cartridge and other stationary items are supplied on demand at the request of the different departments from the office immediately.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!		
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	NET/JAM Coaching	12	0	6	0
2018	Career Guidance & Counselling	0	40	0	5
2018	PSC Coaching	20	0	2	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	30

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students	Programme graduated from	Department graduated from	Name of institution joined	Name of programme
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	enrolling into higher education				admitted to
No Data Entered/Not Applicable !!!					
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	15
GATE	1
SET	2
Any Other	14
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Inter departmental Quiz Competition for Jijil Memorial ever rolling trophy	Institution (Dept. of Political Science)	16
College Sports meet	Institution	490
College Arts fest	Institution	520
Incendio - an inter departmental cultural fest	Institution (Dept. of English)	118
Inter departmental Pencil drawing and painting Competition as part of World Ozone Day	Institution (Bhoomithrasena Club)	10
Inter departmental poster Competition as part of World Wetland Day	Institution (Bhoomithrasena Club)	6
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Institution has an elected college union and the members are elected by the student community based on the presidential system. The objective of the union is to inculcate leadership qualities in the students. The elected body consisting of following members chairman, vice chairman, general secretary, arts club secretary, magazine editor, lady representatives, UG and PG

representatives. The college union has a staff adviser nominated by the college council. The non-curricular activities such as arts fest, annual sports meet and other related activities are organized under the leadership of union representatives. The college has various clubs and all the club activities ensure the participation of students. Each department conducts regular Association meetings aimed at bringing together to the students on a common platform for discussion and interaction and the activities of the association are organized with the student representatives. IQAC, anti-sexual harassment cell, discipline committee and anti-ragging cell of the college has student representatives. The representatives of the student community are also included in the board of college co-operative society. Each class has class representatives to monitor and help the various activities of the class and department. The college brings out a college magazine under the leadership of the students union every year. College Magazine is published so that students can express themselves through their articles.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

350

5.4.3 – Alumni contribution during the year (in Rupees) :

50700

5.4.4 – Meetings/activities organized by Alumni Association :

Nine alumni meetings were conducted during the year. Alumni provides Career guidance and personality development classes for students. Financial support for Jerin Roy (III BCom) to participate in Indo - Nepal international Catch Ball series 2018-2019 . Supply of tree saplings and plantation of saplings in college campus. Organized One day Seminar on carrier after Zoology by GreZali (Zoology Alumni)

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Reinforcement of College Level Monitoring Committee (CLMC) The College is having a two tier body constituted for the smooth running of the academic activities under CBCSS Programme and to address the grievances of students relating to the conduct of the programme. The first tier is the Department Level Monitoring Committee (DLMC). Every department of the college has a Department Level Monitoring Committee consisting of the Heads of the Department and all the teachers of the department. They shall monitor the conduct of Courses and Continuous Evaluation. This committee shall examine the complaints, if any, from aggrieved students regarding the evaluation. The Head of the Department shall be the Chairperson of the Committee. The second tier of this system is the College Level Monitoring Committee (CLMC). It consists of the Principal and the Heads of the Departments. The Principal shall be the Chairperson and a member selected by the CLMC from among the members shall be the Co ordinator. This Committee shall be responsible for the conduct of the internal exams of various semesters. This Committee consider all the complaints forwarded to it by the DLMCs. The committee also take steps for allocating the

Open Course for students of each programme during the fifth semester. It ensures that the internal grade sheets are prepared and displayed on time. While considering the complaints, by the CLMC, the College Union Chairperson is included as an invitee. The College Level Monitoring Committee is reconstituted by the Principal immediately on commencement of each academic year. 2. Institution focuses on decentralisation and provide equal role to all stakeholders to participate in the functioning of the Institution. The Staff Council of the college serves as the final decision making authority on all academic and administrative matters. The Staff Council comprises of the Principal, the Office Superintendent, Heads of various Departments and two elected representatives from teaching faculty and thus ensures the participative management of teaching and nonteaching staff.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Human Resource Management	The Career Guidance and Counselling Cell as well as the Placement Cell of the College has coordinated seminars and placement drives in the college.
Library, ICT and Physical Infrastructure / Instrumentation	The college library is fully automated. Periodic maintenance of the infrastructure is carried out and all the departments are equipped with internet facility. To have uninterrupted internet facility, bandwidth has been upgraded.
Admission of Students	The admission of the students is conducted by the Kerala University through central allotment process. The reservation policy of Kerala government is followed in admissions.
Research and Development	The College provides support facilities to its faculty as well as students for carrying out their research activities. Every department actively organise seminars, national and international in order to expose their students to evolving areas of research and engage them with experts in the field. International Seminar was held under the auspices of Department of Zoology and National Seminar was held in the department of Commerce during the year. Two Permanent Faculty of the college were awarded Doctoral Degree by the University of Kerala in the academic year. The Department of Commerce applied for recognising the department as a research centre of Kerala University
Industry Interaction / Collaboration	An agreement was signed on 1st June

2019 in between the College and The Tax Study Centre, an authorised training partner of Kerala State Rutronix, an Organization established by Government of Kerala, to conduct training in Diploma in GST Practice (DGSTP). The Department of Commerce is in charge of conducting the programme.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
No Data Entered/Not Applicable !!!	

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	One Day Workshop on Digital Technologies in Higher Education		10/10/2018	10/10/2018	49	0
2019	A Lecture on Effective Invigilation		01/07/2019	01/07/2019	46	0
2019	E Filing of Income Tax Returns		30/07/2019	30/07/2019	44	5
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional	Number of teachers who attended	From Date	To date	Duration
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development
programme

No Data Entered/Not Applicable !!!

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>The college gives due consideration to its faculty members. Teachers acquired PhD degree were honoured in a public function attended by the honourable Vice Chancellor of the University. Staff association is functional for the welfare of the staff members. The college co-operative society is functioning for the welfare of teaching and non-teaching staff.</p>	<p>The college has a co operative society for the welfare of teaching and nonteaching staff. The wards of nonteaching staff are given priority in admissions under management quota. Financial assistance from the Management is also provided if needed.</p>	<p>Various scholarships like Post metric Scholarship State Merit Scholarship, E grant etc. are availed by the students. Various endowments and prizes are also given to outstanding students in curricular and co curricular activities by the management, PTA and Alumni.</p>

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

All the financial transactions of the institution is subjected to auditing by both internal auditors and external auditing agency. The books of accounts and the supporting evidences are subjected to both internal and external audit. The internal audit practices to monitor financial management of the institution ensure sound financial health of the institution. The internal audit is carried out on yearly basis. External audit is carried out by government agencies like Accountant General's Office and Directorate of Collegiate Education in compliance with statutory requirements and obligations.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management	2649217	Infrastructure Augmentation, Academic Support Facilities and Maintenance Expences
No file uploaded.		

6.4.3 – Total corpus fund generated

100000

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC
Administrative	No		Yes	Management

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Renovation of Girls toilet 2. Salary for Supporting staff and salary to Assistant Professors on Contract 3 Honoring students with curricular and co curricular achievements

6.5.3 – Development programmes for support staff (at least three)

Providing festival allowance Financial support to sustain the family of the supporting staff whose spouse expires

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1 Renovation and addition of physical and IT infrastructure 2 Modernization of existing laboratories supported by RUSA 3 Establishment of research centres to provide a platform for research for both students and faculty. 4 Participation in NIRF

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	One Day Seminar for Science Students on Science behind Crime Investigation	24/11/2018	24/11/2018	24/11/2018	71
2018	Workshop on Revised Assessment and Accreditation Framework by NAAC and Assuring Quality through Continuous Improvements in Higher	01/12/2018	01/12/2018	03/12/2018	56

	Education Institutions				
2019	One Day National Seminar on Intellectual Property Rights	28/05/2019	28/05/2019	28/05/2019	100
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Breast feeding Awareness Seminar and Quiz (Taluk Hospital Kottarakkara and KGMOA Women's Wing)	13/08/2018	13/08/2018	245	0
Women Against Violence Awareness Programme (YWCA)	11/09/2018	11/09/2018	150	25
Snehitha @ Campus Gender Sensitization Programme	13/08/2019	13/08/2019	128	24
Painting and Quiz Competition-Child Welfare Scheme	16/07/2019	16/07/2019	15	1
Women's Study Unit Festive Sales in Connection with Christmas	19/12/2019	20/12/2019	423	186
Blood Donation and Medical Camp	08/03/2019	08/03/2019	110	52

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
0

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Ramp/Rails	Yes	1
Rest Rooms	Yes	8
Scribes for examination	Yes	7

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	0	1	11/12/2018	1	CETS- (Communicative English Language Teaching in School)	Inadequate communicative skills in English150	18
2018	1	0	28/01/2019	1	Documentary on Birds of Kottarakkara	Identification of Birds near College Premises	6
2018	0	1	09/11/2018	1	Short Film Mukthi	Lack of parental Care during childhood	10
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Guidelines to Principal and Ethical Conduct on Campus	27/07/2018	The Handbook propagates values which are essential to maintaining a professional, disciplined and welcoming campus atmosphere, where harassment and discrimination of any kind are not tolerated. It is distributed to the student body at the start of each academic year and to the teaching and non-teaching staff. An Ethics Committee comprising the Principal, and selected members of the faculty,

non-teaching staff and students monitors the proper implementation of these guidelines and checks violations, if any.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. The institution has issued directives to students, faculty and non-teaching staff to abstain from single-use plastic, and to utilize steel bottles and lunch boxes in place of plastic ones. 2. Planting of sapling on campus 3. Colour coded bins are installed across the campus for smooth segregation of waste. 4. Electronic wastes are shifted to a room designed for this purpose. this is later sold to a local scrap-dealer as per an agreement made by the institution. 5. Rain water harvesting facility with a storage capacity of 2 lakh litres of water.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE I Title: Screening of Pre-Lab and Pre-Lesson Videos Objectives: • To help students develop a thorough understanding of the multidimensional process of laboratory experimentation, viz. the apparatuses involved, operating procedure, security measures • To cater to the learning requirements of students who are incapacitated from attending class due to illness • To boost the confidence of students and resolve doubts through repeated viewing, which may not be possible through a onetime lab demonstration • To circumvent discipline-specific challenges, like unnecessary wastage of chemical ingredients, power outages, scarcity and high cost of specimens • To be a time bound, cost effective teaching approach • Provide a visually stimulating and immersive learning experience for humanities students Context: Students enrolled in scientific disciplines have to be mandatorily proficient in laboratory activities. However, several impediments prevent satisfactory student performance in the lab. Ordinarily for practical sessions, a class is split into several batches, each under the supervision of two tutors. Time allotted for weekly laboratory sessions is generally limited. As per standard practice, the tutor gives a demonstration of the experiment inside the laboratory. However, owing to the time constraints and hectic exam schedules of the semester system, many batches may not receive adequate instructional time. Some students may need to view the experimental procedure or specimens a number of times before understanding it. In humanities and commerce, pre-lesson videos may provide background information on the prescribed topic or practical knowledge with real life applications in their area of study. In this context demonstration of Pre-Lab and Pre-Lesson videos becomes a useful pedagogical tool. Practice: The institution directs teachers of various departments to screen Pre-Lab or Pre-Lesson videos for the students before commencing instructions on important laboratory sessions or any significant lesson in the curriculum. In particular, the teachers of various science departments in the institution, namely Botany, Chemistry, Physics, Zoology and Mathematics, are expected to strictly adhere to this directive, since laboratory learning is integral to their programme of study. The content of the video varies according to the specificities of each discipline. But in general, Pre-Lab videos may

include: explication of the aims and objectives of the lab activity, introduction of the apparatuses or specimen involved, description and demonstration of the experimental procedures and techniques, inferences drawn from the results, possible safety precautions to be followed, and any other relevant information. Each video may be of approximately fifteen to twenty minutes duration. The videos are then screened for all students either in their class or seminar hall. Subsequently, the instructor clarifies doubts and queries of students. Being sufficiently prepared, students are then led to the lab where they perform the procedure. Those students who wish to review the procedure or those whose lab performance is deemed to be unsatisfactory, may contact the instructor and request for more screenings of the video. In the students spare time, the instructor can arrange screenings of the video. The videos are stored in CD format in every department. Additionally, each class maintains a Pre-Lab/Pre-Lesson register to track the number of students who have watched the videos. For Humanities disciplines, videos may be in the form of film or documentary clips, quizzes, language games, videos on proper phonetic pronunciation, etc. In Commerce, videos give an overview of topics like computation of income taxes, utilization of statistical softwares, website designing, so as to promote students' understanding of economic, financial and technological concepts and their applications in daily life. This method is employed for both Under Graduate and Post Graduate classes. This practice acknowledges that different students learn at different paces. Some slow learners will be disadvantaged by a one-time lab demonstration. Furthermore, there may be an interim of many months between the instructional session and the date of exams, causing students to forget what they learnt. Another possible drawback of an on-site lab demonstration is that many students may not be able to view the instructor's directions properly, due to overcrowding. These issues are resolved by screening of videos. Evidence of Success: To gauge the effectiveness of pre-lab and pre-lesson videos, each department conducts annual student satisfaction surveys. The general feedback from students indicates that the practice is appreciated by them. In many instances, the videos provide valuable supplementary learning materials, which instructors may not have time to provide to students in a traditional class room setting. Students have opined that the method provides conceptual clarity on many topics. It also increases their mastery of technique and causes them to lose inhibitions regarding practicals. The impressive success rates of students in practical examinations also bears testament to the effectiveness of the practice. Problems: Students in science programmes may be unable to view and tabulate accurate readings with minimum percentage errors in the case of certain experiments, simply by watching the videos. The teacher may not be able to assess the existing knowledge base of students before showing videos

PRACTICE II Patheyam: Food Distribution Drive for the Underprivileged

Objectives • Make students aware of the seamy realities of society • Inculcate empathy for the destitute and the underprivileged • Instill respect for senior citizens • Encourage students to live out the spirit of service enshrined in the motto • Impress upon students the importance of collaborative work in mitigating social problems. • Develop the organizational and leadership capabilities of students • Strengthen the bond and rapport between the college and the larger community in which it is located. Context Coming from different strata of society, the students of our college are blessed with a great commitment to society. They were inspired by the earlier NSS initiative of providing food to the underprivileged. The students union took up the initiative, with the support of the college authorities. The purpose of the initiative was to inculcate fellow feeling, the need to share one's resources with others, and to become socially committed towards building a less divisive and more egalitarian society. Practice: Originally begun as an NSS initiative in 2012-13, the students union took up Patheyam as a regular practice from 2014-15 onwards. Around 10 to 15 volunteers of the union are entrusted with the

task of collecting food packets from all class. Every Thursday, the volunteers remind every class to bring an extra lunch packet for the Patheyam programme on the following day. Students are advised to bring home cooked meals packed in eco-friendly material. On Fridays the volunteers go to each class an hour before lunch break, to collect the packets. Around five packets are collected from each class, and a minimum of 150 lunches are received every week. At the beginning of the year, the number of food packets is usually lesser than expected. However in time, students become motivated enough to try and bring extra lunches. The volunteers deliver the packets to Kottarakara Taluk Hospital and to Ashraya, a renowned NGO which houses a wide range of underprivileged individuals, including senior citizens and very young children, which is located in Chengamanadu, at a little distance from Kottarakara town. The student team then distributes the food packets to the inmates of the Home and the hospitals. If possible, the team spends quality time with the residents.

Evidence of success The food distribution drive has been successful in inculcating a philanthropic sense of duty and responsibility towards fellow beings. Ashraya has entered into an agreement with the college in relation to this practice, and a certificate of agreement has been issued in this regard.

The number of lunches received and related documentation which is regularly entered in registers and the photographic evidence of the practice go to prove that the Patheyam drive has been successful so far despite some drawbacks. It has been extremely helpful to the charitable organization and beneficial and rewarding for the students who have volunteered in this scheme. Problems The biggest problem with the practice is the difficulty to maintain regularity of distribution. Firstly, the number of lunches collected every Friday depends on the willingness of students. On some weeks and in some batches there is more engagement and enthusiasm on the part of students, but this support cannot be regularly maintained. Secondly, around ten Fridays are lost every year owing to vacation, holidays, exams and other contingencies. Therefore the frequency of lunch distribution is affected.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The motto and vision of the institution stresses the need for students to be motivated to take an active interest and involvement in serving society. Providing the guidance and necessary support system for students to mature into responsible, altruistic individuals with a keen sense of civic duty, is a top priority of the institution. The admirable social commitment of our students rose to the fore during the time of the 2018 Kerala flood, which was the worst natural disaster to have struck the state in over a century. It wreaked havoc upon nearly all districts of Kerala, claiming lives, damaging infrastructure and installing over a million people in relief camps. Kollam district where the institution is located, was relatively unaffected by the disaster. Hence, although the institution remained officially closed, a team comprising student volunteers from nearly all departments held a meeting on campus under the supervision of teachers and decided to collect money to buy supplies for those in relief camps. The student team unanimously decided to cancel their annual Onam celebrations and redirect their Onam funds for the flood relief campaign. Around Rs 50,000 was amassed by the student and alumni donations. Besides this, the college management donated Rs 50,000. The student team then purchased essential relief materials, such as ready to eat food items, sanitary pads, clothes, etc, using this sum. The supplies were then dropped off at the Kollam

collectorate for distribution to various relief camps. In addition to this twenty two teachers of the institution set an example by making generous donations to the Chief Minister's Disaster Relief Fund. A sum of Nineteen lakhs thirty thousand nine hundred and ninety seven (Rs 1930997/-) were donated by the teachers to the CMDRF. This unflinching social commitment is a commendable feature of our institution

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

- Plans to Provide financial support for students who are selected for sports and in academics to participate in abroad chances
- Construction of exam hall having a capacity of 700 students in the Fr. Mathew. P. Koshy Memorial Block
- Renovation of play ground to multipurpose facility supporting to sevens football, cricket practice and jumping pit
- Renovation of UG and PG Science Laboratories through modern facilities under RUSA funding
- Installation of solar panels through the support of ANERT, A Kerala Government Undertaking
- Construction of additional rain water harvesting unit, aerobic composting unit and well recharging by utilizing Central and State Government funds.
- Upgradation of PG Departments to Research Centre's
- Applying for new PG and UG courses
- Introduction of additional ICT enabled and smart class rooms
- Campus beautification.
- Promotion of e-learning practices
- Construction of research laboratories for Chemistry and Physics departments.
- Introduction of start-up program-LED bulb production unit.
- Plan to fill the vacant post for teaching and non-teaching faculties.
- Promoting internship programs for students.
- Promoting teaching faculty for applying major research projects.
- Introducing conservation strategies to preserve the endemic plants.
- Plans to organize seminars/conferences related to women empowerment.